

COMPHIBGRU THREE INST 1040.1
NO1Z
22 AUG 1997

COMPHIBGRU THREE INSTRUCTION 1040.1

Subj: COMMANDER, AMPHIBIOUS GROUP THREE CAREER INFORMATION
PROGRAM

Ref: (a) Retention Team Manual
(b) CINCPACFLTINST 1040.3D
(c) Public Law 101-510
(d) Public Law 102-484

Encl: (1) Assignments/Responsibilities of Career Information
Team Members
(2) Reenlistment Request form
(3) Sample Letter of Designation as Department/Division
Career Counselor

1. Purpose. To set forth policy, guidance and direction of
COMMANDER, AMPHIBIOUS GROUP THREE's Career Information Program
plus define the duties and responsibilities of all Career
Information Program Team members consistent with references (a)
and (b).

2. Background. Traditionally, the manpower needs of the Navy
have been supplemented and in large measure satisfied by an
energetic and enthusiastic Navy-wide retention program.
Specifically, successful retention efforts depend on dynamic
activity supported by all levels of the chain of command.
References (a) and (b) provide guidance for management of-career
information programs. References (c) and (d) provide mandates
pertaining to required Transition Assistance Programs.

3. Objective. To retain quality personnel in the Navy. To
accomplish that objective, the following items must be
implemented:

a. Form sound communication systems that will stimulate
personal interest and motivation toward a career in the Navy.

b. Provide career information so individuals receive the
maximum amount of benefits, training, and experience available in
the Navy.

c. Obtain insights into attitudes of the personnel as far as
working, conditions, perceptions, and living environment. Utilize

this information as a tool to aid in identifying and correcting local problem areas.


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d. Acknowledging exceptional performance is an area in which we have a direct impact. Formal recognition, such as awards, Junior and Senior Sailor of the Quarter/Year Program, meritorious mast and the enlisted performance evaluation system are effective methods to enhance morale; but there is no replacement for command support. Examples such as receiving accolades in the POD, observance at quarters and a compliment during an inspection build morale and job satisfaction.

e. Provide accurate, timely and up-to-date educational and career guidance to AMPHIBIOUS GROUP THREE personnel so that they may make intelligent career decisions-for their future both in the Navy and upon their ultimate separation or retirement.

4. Action. Foster a positive retention program by adhering to the ideals mentioned above and implementing the guidelines of enclosure (1).

THE KEY TO FOSTERING A GOOD RETENTION CLIMATE IS TO TAKE CARE OF OUR PEOPLE AT ALL LEVELS.


W. J. MARSHALL III
Chief of Staff
Acting

Distribution
COMPHIBGRUTHREEINST 5216.1V
List 1-6

ASSIGNMENTS/RESPONSIBILITIES OF CAREER INFORMATION TEAM MEMBERS

1. Organizational Relationships. The Command Career Counselor will report to the COMMANDER, AMPHIBIOUS GROUP THREE, via the Chief of Staff and serve as the Commander's principal advisor on policies and regulations related to Navy career planning matters. Additionally, the Command Career Counselor will consult with the Command Master Chief on items related to the morale and welfare of crew members.

2. Selection of Department Career Counselors

a. Individuals will be screened by the Command Career Counselor. Recommendations will be submitted to the Chief of Staff via the appropriate Assistant Chiefs of Staff.

b. Upon approval by the Chief of Staff, Department Career Counselors will be assigned in writing per enclosure (3) and shall attend Career Information Training Course (CITC) at the earliest possible date.

c. Serve a minimum tour of eighteen months as Department Career Counselor.

d. Removal of departmental Career Counselor designation by other than completion of an eighteen month tour, EAOS or PRD requires a written request to the Chief of Staff via member's chain of command, to include the Command Career Counselor.

Qualifications of Department Career Counselors

a. The Department Career Counselor will be a career second class petty officer or above. They must possess broad experience in the Navy and be in their second or subsequent term of enlistment.

b. They must be highly motivated for an assignment in the career counseling field.

c. They must have clearly demonstrated excellence in counseling, judgement, initiative, flexibility, objectivity and leadership abilities

d. They must have an excellent command of the English language. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on Navy and general subjects.

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e. They must have a clear record, free from conviction by courts-martial, civil court (except minor, non-repetitious traffic offenses), or non-judicial punishment during the previous 2 years. Members must be exemplary in military bearing and deportment.

f. Indicate stability in personal affairs without a history of severe domestic or personal problems, chronic indebtedness, or excessive use of alcohol.

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4. Duties of Department Career Counselors

a. Mandatory attendance at Department Career Counselor meetings/training (special and monthly). Department Career Counselors who miss meetings must check with the Command Career Counselor within five working days of the meetings, to receive information and handouts of the meetings.

b. Maintain Career Information Materials:

(1) Division Career Counselors' notebooks (including: NAVPERS 1160/11, NAVPERS 1306/63, etc...).

(2) Upcoming EAOS list

(3) Current SRB and CREO/REGA NAVADMIN

(4) Career Information Team Meetings.

Counselor.

C. Department Career Counselors, in conjunction with the appropriate Assistant Chief of Staff and Chief Petty Officer, shall scrutinize the professional caliber of every individual interviewed.

(1) The Department Career Counselor shall ensure all interviews are conducted as scheduled. Department Career Counselor notebooks are spotchecked by the Command Career Counselor.

(2) Conduct general interviews and, when needed, arrange for further counseling by the Command Career Counselor for individuals with special problems or who need additional information.

(3) Maintain liaison between department personnel and Command Career

(4) Make all appointments with Command Career Counselor for department personnel.

(5) Department Career Counselors will ensure that their department receives training on current programs, benefits and the advancement system at least quarterly. They will contact the Command Career Counselor for assistance in holding these training sessions.

d. Department Career Counselors shall keep their Assistant Chief of Staff advised on the career information programs within the department.

5. Assistant Chiefs of Staff and Leading CPO/PO and Petty officers are responsible for positive career motivation within their-respective department through continuous and imaginative support. Assistant Chiefs of Staff will:

a. Ensure sufficient time is allotted each week for career counseling.

b. Create an atmosphere conducive to selection of the Navy as a career.

c. Apply the career Information Program to Department personnel.

d. Become actively involved in retention efforts

e. Be aware of department retention statistics and actively assist in the attainment of Career Information Program goals.

f. Ensure that only personnel of proven performance are recommended for retention.

g. Ensure that all individuals of the department are interviewed and counseled in a timely manner.

h. Monitor the professional caliber of all individuals counseled for reenlistment and make recommendations as necessary.

i. Conduct an effective advancement training program and ensure maximum examination participation of qualified personnel.

j. Ensure Department Career Counselors are kept abreast of special request charts pertaining to career programs (i.e., reenlistments, retirements, etc.) or special programs.

k. Ensure Department Career Counselors attend all Divisional Career Counselor meetings/training.

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6. Command Career Counselor. The Command Career Counselor is responsible for the efficient and thorough performance of assigned duties of Divisional Career Counselors. The Command Career Counselor will:

a. Organize and manage an effective Career Information Program utilizing the "Career Information Program Management" (CIPM) concept.

b. Organize, train, and support Department and Division Career Counselors.

c. Report career information team activities to the commander, Amphibious Group THREE via the Chief of Staff on a monthly basis.

d. Inform the Commander, Amphibious Group THREE via the Chief of Staff of situations which have positive or negative impact on Career Information Team efforts and make recommendations as appropriate.

e. Maintain Group retention statistics.

f. Keep Career Information Team members informed of changes in policy which may affect individual attitudes toward the Navy or command.

g. Maintain the publications/materials necessary to sustain an effective program

h. Coordinate and arrange for separating personnel to attend TAP class 69 months prior to their EAOS-in accordance with references (d) and (e).

i. Maintain a tickler system to ensure that all enlisted personnel are counseled.

j. Maintain liaison with Department Career Counselors to ensure all interviews are conducted in a timely manner.

k. Chair Career Information Team Meeting.

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1. Liaison with the Admin Assistant Chief of Staff to ensure smooth administration of all reenlistments, separations, and other career related items.

m. Liaison with Command Career Counselors from subordinate commands as necessary to ensure efficient dissemination of pertinent information to all hands.

n. Be a graduate of the 4 week Command Career Counselor Course (CIN A500-0011 or A-500-0012).

7. Command Master Chief. Assist other members of the Career Information Team to help create career awareness by personal example and active participation in the Career Information Program.

a. Require chief petty officers and senior petty officers to actively take interest in promoting awareness of retention programs/advancements and stress the value of continued naval service.

b. Work in close association with the Command Career Counselor to support the Career Information Team effort.

c. Be personally knowledgeable of retention programs and policies and maintain proficiency in career information programs.

d. Be a graduate of the Career Information Training Course.

7. Interviews. In accordance with reference (a), the following interviews are the minimum required:

a. Reporting Interview. This is to be held within 10 days of reporting on board. This will be done by the Division Career Counselor during member's initial check-in.

b. Retention Program. This is to be held at active duty base date plus 18 months by the Division Career Counselor.

c. Incentive Programs Interview. These interviews are to be held 10-12 months prior to EAOS incentive Programs Interviews are to be held by the Division Career Counselor.

d. 17 Year Monitor Interview. These interviews are to be held at active duty base date plus 17 years. This is held by the Command Career Counselor.

e. Pre-Retirement/Separation Interview. This interview is held 90 days prior to EAOS. This is held by the Division Career Counselor in conjunction with Command Career Counselor. Additional requirements mandated by references (c) and (d) will be adhered to by assisting members in scheduling and obtaining Transition Assistance Program schools.-

f. Nine Months Prior to PRD. Although not required by reference (a), this interview will also be conducted to ensure sufficient time is allotted for detailee negotiations. This is held by the Division Career Counselor in conjunction with the Command Career Counselor.

g. Annual Career Update. Conducted annually on the anniversary month of a member's check-in date.

8. Reenlistment

a. The ultimate culmination of a dynamic career information program is the reenlistment of well-qualified, eligible personnel. Reenlistments are auspicious occasions and must be properly treated as such to properly recognize the individual's commitment to the Navy and his nation. All personnel reenlisting will be presented with the following:

- (1) Discharge/Reenlistment certificate.
- (2) Selective Reenlistment Bonus (SRB) if eligible.
- (3) Pictures of the reenlistment ceremony.
- (4) One 72 hour liberty to be taken at reenlistee's discretion as approved by the Department Head.
- (5) One 48 hour special liberty to be taken at reenlistee's discretion as approved by the Department Head.
- (6) One 24 hour special liberty to be taken at reenlistee's discretion as approved by the Department Head.
- (7) One "Get out of personnel inspection" pass.

b. All benefits in conjunction with a reenlistment must be utilized within 6 months of reenlistment date.

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REENLISTMENT INTERVIEW SHEET
(PLS FILL OUT FORM COMPLETELY)

FOR OFFICIAL USE ONLY

THE INFORMATION YOU PROVIDE WILL BE USED TO PROCESS YOUR REENLISTMENT DOCUMENTS AND WILL BE MAINTAINED AND USED IN STRICT CONFIDENCE IAW FEDERAL LAWS AND REGULATIONS

Name:		Rate:	SSN:	Work Phone:	Wk Hrs:
Command:	Home Phone		Reen Date & Time:	#Yrs Reenl:	
Pri/Sec Nec:	EAOS:	PRD:	Is Mbr transferring w/in 30 days of Reenl? () Yes/When? () No		
Home of record (city, County, and state or country)			Physical Exam Date:		
Reenlisting Officer (full name, rank, branch, class, title, command):					
Mbr is (ref: NAVADMIN 021/92): () Career designated (over 6 yrs ACDU or 2nd or subsequent enl) () First term (BUPERS REENL auth must accompany Reenl request)					
ID CARD INFO					
Weight:	Height:	Color Hair:	Color eyes:	Blood type:	
Entitled to Selective Reenl Bonus (SRB): () Yes () No			Eligible for advancement prior to reenl date () Yes / Adv Date: () No		
Reenlisting for (check appropriate box): () Benefits of rate () GUARD III () Other (specify) _____ NAVPERS 1306/7 or message request sent (if required): () Yes () No Request approved by BUPERS: () Yes () No (Please attach copy of the approval if PSD is not an info addressee on the message.)					
DIRECT DEPOSIT SYSTEM (DDS) ENROLLMENT CERTIFICATION: () Enrolled () Not Enrolled (account unbalanced (Disbursing Officer's certification: _____) () Not Enrolled (Commanding Officer's Waiver) (Waiver certificate attached)					
Remarks: _____					
CASH SETTLEMENT FOR ACCRUED LEAVE (LEAVE SELL BACK) *: () Yes/ # of days: _____ () no *Note: Must be USN within 3 months of EAOS or USNR within 3 months of EREN/EAOS. 60 Days maximum leave sell back during entire career.					
Please direct member to report to PSD Reenlistments section 5 working days prior to - Reenlistment date for initial signing of documents					
COMMAND CAREER COUNSELOR (NAME and RATE)			CCC Phone Number	CCC Working hours	

PSDNSSD FORM 1160/1(2-92)

Enclosure (2)

COMPHIBGRUTAREEINST 1040.1
1040
N01Z/

From: Commander, Amphibious Group THREE
To: YN1 Davy L.Jones, USNR, 000-00-0000

Subj: ASSIGNMENT AS DEPARTMENT CAREER COUNSELOR

Ref: (a) COMPHIBGRUTHREEINST 1040.1
(b) NAVPERS 15878G (Retention Team manual)

1. You are hereby designated as Department Career Counselor for the Department, Amphibious Group THREE.

2. In the performance of your duties you will familiarize yourself with the contents of references (a) and (b). You will report directly to the Command Career Counselor and you shall ensure all interviews are conducted as scheduled.

3. Your duties include but are not limited to:

a. Assist department personnel in communicating with their detailers.

b. Ensure that a Career Counseling Record (NAVPERS 1160/11 for each individual is maintained.

c. Maintain a tickler file on all personnel in your department and schedule interviews as required.

d. Attend monthly Department Career Counselor Meetings.

e. Assist department personnel in submitting Enlisted Duty Preference Forms (NAVPZRS 1306/63) and Enlisted, Personnel Action Requests (NAVPERS 1306/7).

R. E. ANNIS
Chief of Staff

Copy to:
Service Record
CCC

Enclosure (3)